

Coordinator for Deaf and Hard of Hearing Student Services

Western Kentucky University
Bowling Green, Kentucky

Coordinate interpreters and captionists to provide post-secondary academic services for individuals who are Deaf/hard of hearing for university classes and other academic-related events.

Provide financial management of a state sponsored grant and budget.

National certification for interpreting is required. Baccalaureate degree and minimum of three years work experience is preferred.

Opportunities for professional development provided.

Compensation is negotiable based on education, experience and certification.

Job announcement can be found at the following link:

www.wku.edu – Jobs at WKU; Administrative Professional; #S2099

All applications must be submitted online through the links listed above.

For questions or more information, contact Dr. David Coffey, Director, at david.coffey@wku.edu or call 270.745.5004.

All qualified individuals are encouraged to apply, including women, minorities, persons with disabilities, and disabled veterans.

Western Kentucky University is an Affirmative Action/Equal Opportunity Employer.

**WESTERN KENTUCKY UNIVERSITY
STUDENT DISABILITY SERVICES**

Title: Deaf and Hard of Hearing Coordinator

Date: October 14, 2008

Purpose of position This state funded position is to meet legislative requirements for servicing academic interpreting and captioning needs of deaf and hard of hearing students.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Full-time, twelve-month position with benefits
- Approximately half time service delivery and half time administrative tasks
- Coordinate interpreters and captionists to provide post-secondary academic interpreting/transliterating for individuals who are deaf/hard of hearing for university classes, tutoring sessions, advising sessions, lectures, theatrical productions and other university events.
- Interpret for students
- Provide coordination and policy management of support services for students and potential students who are Deaf/Hard of Hearing.
- Recruit and supervise part time and full time interpreters and captionists to provide support services for deaf/hard of hearing students.
- Provide financial management of deaf/hard of hearing budget.
- Maintain all service-related records related to advertising for new positions, hiring, time sheets and payroll
- Liaison with state coordinator in planning and revising budgets and improving services for students
- Represent WKU at state, regional and national meetings
- Serve as resource for faculty/staff needs
- Review and/or develop standards, policies, procedures and satisfaction surveys for students' success

Secondary Duties and Responsibilities

- Interact with community advocates
- Participate in on-going professional development
- Work closely with Coordinator of Student Disability Services to strengthen program

Minimum training and experience required

Baccalaureate Degree and a minimum of three years work experience. A Master's Degree is preferred. Kentucky interpreter licensure is required for Kentucky applicants. If applicant is from out-of-state, the applicant MUST be able to obtain Kentucky licensure to continue into a second year as coordinator.

Knowledge and skills required

Kentucky licensure or ability to achieve Kentucky licensure in ASL

Physical and mental abilities required

Student-oriented

Multi-tasker

Ability to acclimate to ever-changing university bureaucracy

Strong organizational skills

Budget management skills

Recruitment skills

Promotional skills

Work in structured environment with little supervision.